

**LEASING OPPORTUNITY AT
RICHMOND NATIONAL BATTLEFIELD PARK**

**REQUEST FOR PROPOSALS TO LEASE THE BOXWOOD FIELDS,
TOTOPOTOMOY CREEK BATTLEFIELD AT RURAL PLAINS**



A. Summary

This Request for Proposals (RFP) provides the opportunity for interested individuals and organizations to submit proposals to the National Park Service (NPS) to lease NPS property consisting of approximately four acres of agricultural fields containing English and American Boxwoods and other nursery plants (Boxwood Fields). The lease will allow for the cultivation, harvesting and off-site sale of the existing plants. Proposals to lease the Boxwood Fields at Richmond National Battlefield Park may be submitted under the following general terms and conditions.

1. Property Offered for Lease.

The Boxwood Fields, as shown on the attached map, consist of approximately four acres surrounding “Rural Plains” (the Shelton House), a surviving historic home dating to the 1720s and the site of a significant Civil War battle in May 1864. The property offered for lease does not include the Shelton House or any structures or improvements. The Boxwood Fields were operated as a nursery from the 1920s until the property’s acquisition by the National Park Service in 2006. Both English and American Boxwoods are planted on the site along with several small groupings of other landscape varieties. Leasing the Boxwood Fields for nursery/agricultural use would accomplish multiple goals. It will ensure that the fields around the historic Shelton House are maintained in their historically open condition, while removing the expense and responsibilities from the Park. In addition because the nursery stock are not a part of the 1860s landscape, this proposal provides a productive use for the plants while allowing the park to move slowly toward restoring the house precinct to its 19th century appearance. “Rural Plains” is listed on the National Register of Historic Places and the surrounding fields, currently containing Boxwoods, are part of its associated landscape. These fields are considered “historic land” and “historic property” pursuant to 36 CFR §18.2(g) and (h) and are therefore eligible for leasing.

2. Uses of the Leased Property.

The lessee will use the property for the following authorized uses:

- Cultivation, harvesting and off-site sale of existing Boxwoods and other nursery plants.

3. Term of Lease

The term of the lease will be negotiated with the selected applicant. The lease term will commence on or about May 1, 2013. In no event shall the term exceed seven (7) years.

4. Fair Market Value Rent

The lessee will be required by the lease to pay at least fair market value rent to the NPS in addition to a minimum of twelve percent (12%) of lessee’s gross revenues derived from the sale of plants harvested from the property. The fair market value rent has been determined to be \$60.00 annually.

5. Other Terms and Conditions

The proposed terms and conditions of the offered lease are as described in this RFP and 36 CFR Part 18. Final terms and conditions will be negotiated between NPS and the selected offeror.

6. Competitive Process.

This lease opportunity is open to all interested persons on a competitive basis. Whoever submits the proposal judged best under the proposal selection criteria will be given an opportunity to negotiate a final lease agreeable to both the offeror and NPS.

7. Site Tour and Pre-Submittal Conference

A pre-submittal conference and site tour will be held on at the property. Please contact Kristen Gounaris Allen, Chief Natural and Cultural Resources by e-mail at kristen_allen@nps.gov or by telephone at (804) 795-5019 for information regarding the date and time and to make a reservation.

8. Proposal Submission Date

Proposals under this RFP must be received by **4:30 pm on April 12, 2013**. See Section E for more information. If no acceptable RFP is received by April 12, 2013, the NPS reserves the right to continue to accept proposals every Friday until an acceptable RFP is received.

9. Authority

This RFP is issued under the authority of 36 CFR Part 18. This RFP and the offered lease are subject to and incorporate all terms and conditions of Part 18 as applicable. In the event of any conflict between the terms of this RFP and Part 18, Part 18 controls.

For Further Information Please Contact:

Kristen Gounaris Allen, Chief Natural and Cultural Resources
Richmond National Battlefield Park
3215 East Broad Street
Richmond, Virginia 23223.
kristen_allen@nps.gov
(804) 795-5019

B. The National Park Service and the Richmond National Battlefield Park

1. The National Park Service and its Mission

America's National Park Service was created by Congress to "conserve the scenery and the natural and historic objects and the wild life therein, and to provide for the enjoyment of the same in such a manner and by such means as will leave them unimpaired for the enjoyment of future generations." Additionally, the Congress has declared that the National Park System should be, "...preserved and managed for the benefit and inspiration of all the people of the United States." The National Park Service has as its overall mission the preservation and public enjoyment of significant aspects of the nation's natural and cultural heritage.

To learn more about the National Park Service, visit our website at www.nps.gov. This site includes information about who we are, our mission, NPS policies and individual parks

2. The Park Area

The mission of Richmond National Battlefield Park is “in perpetuity to protect, maintain and provide for the enjoyment and understanding of the historic resources associated with the Civil War battles fought in the vicinity of Richmond, Virginia.”

The General Management Plan of 1995 states that “[a]t Richmond National Battlefield Park there is an opportunity to convey to visitors the meaning of the war – a sense of the past that is as important to present and future generations as it was to our forebears....The Richmond story will have meaning for all Americans and for international visitors as well. The American tragedy of the Civil War retains its relevance in a modern world confronted with religious, ethnic, and linguistic divisions. The concentration of diverse Civil War resources found in the Richmond area is unparalleled. A site-specific focus on the battles at Richmond, the combatants, and an understanding of why those battles occurred at Richmond can contribute to a visitor’s understanding of the complexity of the American past and a means to appreciate strengths and shortcomings in our collective heritage. With a carefully developed battlefield preservation, commemoration, and interpretive effort, including close cooperation with other public and private agencies preserving Civil War resources, Richmond National Battlefield Park can become a moving and eloquent place where visitors can examine for themselves the meaning of the American Civil War and its relevance in the modern world.”

C. Proposal Selection Criteria

The NPS will select the best responsive proposal received under this RFP under the following selection criteria:

- (1) The compatibility of the proposal's intended use of the offered property with respect to preservation, protection, and visitor enjoyment of the park area;
- (2) The financial capability of the offeror to carry out the terms of the lease;
- (3) The experience of the offeror demonstrating the managerial capability to carry out the terms of the lease;
- (4) The ability and commitment of the offeror to conduct its activities in the park area in an environmentally enhancing manner through, among other programs and actions, Integrated Pest Management, energy and water conservation, waste reduction, and recycling;
- (5) The amount of rent offered and additionally the percentage of offeror’s gross revenues derived from the sale of plants harvested from the property to be paid. The offer must at least equal \$60 annually, the fair market annual rental value of the property, and twelve percent (12%) of gross revenues derived from the sale of plants harvested from the property.

(6) The compatibility of the proposal with the historic qualities of the property.

D. Proposal Content

1. In General.

Proposals submitted in response to this RFP should follow the format described below. You are asked to answer questions or supply specific information in response to specified items. Please label your responses correspondingly, and respond fully and accurately to all questions/requests.

2. Information Requested.

a. Offeror Identification

Please provide full identification of the person(s) responsible for the proposal(s) submitted: Name(s), address(es), telephone number(s), fax number(s), or e-mail address(es). In addition, please supply the name(s), address(es), and phone number(s) of two personal and two professional references.

Please complete and submit the applicable Business Organization and Credit Information Form contained in the Proposal Forms Attachment to this RFP for the entity or individuals that are to be the lessee and its principals. There is a separate form for sole proprietorships, partnerships, and corporations.

b. Proposed Uses.

Please describe how you intend to carry out the authorized use of the property and explain why it is compatible with the preservation, protection and visitor enjoyment of the park area. Among other matters, state how often your staff will visit the site and what visits will entail. State what equipment will be used onsite, any pest management methods that may be used and any maintenance to the fields that your staff will complete.

c. Financial Capability

Please complete and submit the Start Up Costs Form contained in the Proposal Forms Attachment, explaining in detail the basis of all estimates included in the form.

Please submit documentation of the source and availability of the estimated Start Up Costs through bank statements, bank financing commitment letters, or similar documents that convincingly substantiate your financial capability.

d. Experience

Please explain and document how your experience and background qualifies you as being managerially capable of satisfactorily performing the terms and conditions of the offered lease.

Please complete and submit the Resume contained in the Proposal Forms Attachment for each key individual/entity.

e. Environmental Enhancement

Please explain your proposal for managing and using the property in an environmentally enhancing manner through, among other programs and actions you may propose, Integrated Pest Management, energy & water conservation, waste reduction, and recycling.

f. Rent Offered

Please state how much annual rent and what percentage of the gross revenues derived from the sale of the plants harvested from the property you offer to pay. Your offer must at least equal \$60 annually, the fair market annual rental value of the property and twelve percent (12%) of gross revenues derived from the sale of plants harvested from the property.

Please demonstrate your ability to pay this amount over the term of the lease. For this purpose, please complete and submit the Pro Forma Income Statement form contained in the Proposal Forms Attachment. Please describe in detail the basis of all the line items estimates in the completed form.

These estimates must credibly demonstrate that your net revenue will be sufficient to permit payment of the proposed rent and to otherwise demonstrate that your proposal is financially viable.

E. Proposal Submission Requirements

Please submit six (6) copies and a CD with a pdf of the proposal, accompanied by a transmittal letter signed by a principal of the proposed lessee. The copies should be on 8-1/2" x 11" paper punched with 3 holes and unstapled (suitable for NPS to put in binders) with double-sided copying.

The proposal must be enclosed in sealed envelope(s), and received at the following NPS office by the close of business on the date specified in Section A above. The face of the sealed envelope shall show the offeror's name and address, and the receiver's address as shown here:

Proposal for Boxwood Fields Lease
c/o Kristen Gounaris Allen, Chief Natural and Cultural Resources
Richmond National Battlefield Park
3215 East Broad Street
Richmond, Virginia 23223

Telephonic proposals, faxes, e-mail, and other means of transmittal will not be considered. Proposals will not be returned.

F. Additional Information and Modifications of Proposals

NPS may request from any offeror after the submission date additional information or written clarification of a proposal. However, proposals may not be amended after the submission date unless permitted by NPS. NPS may not permit amendment of a proposal unless all offerors that submitted responsive proposals are given an opportunity to amend their respective proposals.

G. NPS Evaluation and Selection of the Best Proposal

NPS will review all responses to this RFP through an evaluation panel assisted by technical consultants as appropriate.

All proposals will first be screened for adherence to the requirements of this RFP. NPS will not consider non-responsive proposals. A non-responsive proposal is a proposal that was not timely submitted or fails to meet the material terms and conditions of this RFP as determined by NPS.

It is the intention of the NPS to select the best submitted proposal as determined under the selection criteria without further submittals or presentations. If this cannot be done, NPS will select those lease proposals that appear most suitable under the selection criteria, and from that group will request additional information or presentations so that the best proposal can be selected.

NPS will negotiate the terms of the final lease with the offeror determined to have submitted the best proposal under the selection criteria. Award of a lease to that offeror is dependent on successful negotiation of the final terms of the lease. The NPS Director may reject any and all bids in his discretion and resolicit or cancel a lease solicitation at any time without liability to any person.

H. Lease Terms and Conditions.

1. Term of Lease. The lease to be awarded under this RFP is to have a term that is as short as possible and, in any event, no more than 7 years. The leases will not be extended, except that, leases with an initial term of one (1) year or more may be extended once for a period not to exceed one (1) additional year if the deciding official determines that an extension is necessary because of circumstances beyond the control of NPS.

2. Specific Lease Provisions. The lease to be awarded under this RFP will contain the provisions required by Part 18 as well as other provisions determined by NPS to be necessary to assure use of the leased property in a manner consistent with the purposes of the park area, and where applicable, to assure the preservation of historic property. Required provisions include, without limitation:

- (a) A termination for cause or default provision;
- (b) Appropriate provisions requiring the lessee to maintain the leased property in good condition throughout the term of the lease;

(c) Appropriate provisions stating that subletting of a portion of the leased property and assignment of a lease, if permissible under the terms of the lease, must be subject to the written approval of NPS;

(d) Appropriate provisions requiring the lessee to pay for use of all utilities used by the lessee and to pay all taxes and assessments imposed by federal, state, or local agencies applicable to the leased property or to lessee activities;

(e) Appropriate provisions stating that the lessee has no rights of renewal of the lease or to the award of a new lease upon lease termination or expiration;

(f) Appropriate provisions stating that the lessee may not construct new structures on leased property except in limited circumstances;

(g) Appropriate provisions requiring that any improvements to leased property to be made by the lessee may be undertaken only with written approval from the NPS; and

(h) Appropriate provisions that describe and limit the type of activities that may be conducted by the lessee on the leased property.

I. Confidentiality of Proposals

If you believe that a proposal contains trade secrets or confidential commercial and financial information that you do not want to be made public, please include the following sentence on the cover page of each copy of the proposal:

“This proposal contains trade secrets and/or confidential commercial and financial information that the Offeror believes to be exempt from disclosure under the Freedom of Information Act. The Offeror requests that this information not be disclosed to the public, except as may be required by law.”

In addition, you must specifically identify what you consider to be trade secret information or confidential commercial and financial information on the page of the proposal on which it appears, and you must include the following sentence on each such page:

“This page contains trade secrets or confidential commercial and financial information that the Offeror believes to be exempt from disclosure under the Freedom of Information Act, and which is subject to the non-disclosure statement on the cover page of this proposal.”

Information so identified will not be made public by NPS except in accordance with the requirements of the Freedom of Information Act.

PROPOSAL FORMS ATTACHMENT

FORM A: Business Organization and Credit Information

FORM B: Start Up Costs

FORM C: Resume

FORM D: Pro Forma Income Statement

FORM A: Business Organization and Credit Information**(a) BUSINESS ORGANIZATION AND CREDIT INFORMATION****(b) PARTNERSHIP OR SOLE PROPRIETOR**

Name of Entity	
Address	
Telephone Number	
Fax Number	
Email Address	
Contact Person	
Title	
Tax ID #	
Form of Business: <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other (please describe) _____	
Years in Business	

OWNERSHIP			
Names And Addresses Of Each Partner Or Sole Proprietor	Percentage Ownership	Current Value of Business	Role in Lease Operations

Credit Information

1. Has Offeror ever defaulted from or been terminated from a management contract or lease, or been forbidden from contracting by a public agency or private company?
☐ YES ☐ NO
If YES, provide full details of the circumstances.
- 2) List any Foreclosures, Bankruptcies, Transfers in Lieu of Foreclosure and/or Work-Out/Loan Modification Transactions during the *past 10 years*. (If none, so indicate)

Name of Property	City State	Property Type	Approximate Loan Amount	Lender	Year of Event

Attach an explanation of circumstances, including resolution, bankruptcy plan, and/or other documentation as appropriate.

- 3) Describe any fines or penalties levied by government agencies during the *past 10 years*. (If none, so indicate)
- 4) Describe any pending litigation or current lawsuits which if adversely resolved would materially impact the financial position of the Offeror.
- 5) Attach:
 - i) Personal Financial Statements
 - ii) Latest Financial Statement for business for past 2 years
 - iii) Credit Reports for the entity and key principals, from a major credit reporting company such as Equifax, Experient and Dunn & Bradstreet.

**BUSINESS ORGANIZATION AND CREDIT INFORMATION
CORPORATION**

Complete separate form for the submitting corporation and the parent corporation (include all partners in a joint venture).

Name of Entity	
Address	
Telephone Number	
Fax Number	
Email Address	
Contact Person	
Title	
Tax ID#	
State of Incorporation	
Date of Incorporation	

OWNERSHIP	NUMBER AND TYPE OF SHARES OR PERCENTAGE OF OWNERSHIP	CURRENT VALUE OF INVESTMENT
Names and Addresses of those with controlling interest or key principals of corporation		
Total of All		
Total Shares Outstanding		

CORPORATE OFFICERS AND BOARD OF DIRECTOR	ADDRESS	TITLE AND/OR AFFILIATION

Credit Information

- 1) Has Offeror ever defaulted from or been terminated from a management contract or lease, or been forbidden from contracting by a public agency or private company?

☐ YES☐ NO

If YES, provide full details of the circumstances.

- 2) List any Foreclosures, Bankruptcies, Transfers in Lieu of Foreclosure and/or Work-Out/Loan Modification Transactions during the *past 10 years*. (If none, so indicate)

Name of Property	City State	Property Type	Approximate Loan Amount	Lender	(c)

Attach an explanation of circumstances, including resolution, bankruptcy plan, and/or other documentation as appropriate.

- 3) Describe any fines or penalties levied by government agencies during the past 10 years. (If none, so indicate)
- 4) Describe any pending litigation or current lawsuits (other than those covered adequately by insurance) which if adversely resolved would materially impact the financial position of the Offeror.
- 5) Attach:
- i) Personal Financial Statements of any owners or partners of the parent company, if applicable.
 - ii) Latest Financial Statement for business for past 2 years (Audited, if available)
 - iii) Credit Reports for the entity and key principals, from a major credit reporting company such as Equifax, Experient and Dunn & Bradstreet.

FORM B: START UP COSTS

START UP COSTS

Working Capital: \$ _____

Utility Hookups: \$ _____

Equipment: \$ _____

Marketing: \$ _____

Legal: \$ _____

Total Start Up Costs: \$ _____

FORM C: RESUME

Name

Address

Telephone Number

Fax Number

Education, Degrees, Licenses, Designations, Special Skills

Name of Current Employer

Address

Nature of Business

Dates of Employment

Title of Position Most Recently Held

Description of Duties and Responsibilities (Include number of people supervised)

Proposed Role in Lease Operations

Qualifications for that Role

Estimated Time per Week Dedicated to that Role

FORM D: Proforma Income Statement

Stabilized Operating Proforma

Revenue: _____

Expenses

General/Admin.

Operations:

Maintenance

Grounds Upkeep:

Utilities:

Security:

Other:

Other:

Other:

Total Expenses: _____

Net Income After Expenses: _____

Annual Cost of Debt and Equity: _____

Rent to NPS: _____

Net Cashflow: _____

